



OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau
Superintendent

April 10, 2012

TO: Participants of Graduation Matters-Student Advisory Board Meeting
Business Officials from Participants' Organizations

FROM: Abby Coburn, OPI Event Liaison

RE: Graduation Matters Student Advisory Board Meeting, April 29th and 30th in Helena, MT

How School Districts Can Claim Travel Reimbursements for This Event

If the school district paid the travel costs for a participant to attend this event, the school district may claim certain travel reimbursements using the process explained below.

Chaperones: Please give your school district clerk a copy of this notice. Report your travel costs and claim any reimbursements you are owed from your district, using normal travel procedures. OPI will reimburse your district for certain costs of your attendance, according to support that was offered when the event was announced.

NOTE: OPI has provided lodging for this event. For any lodging not provided by OPI directly, submit lodging receipts to your district clerk when reporting your travel costs. The district clerk needs the lodging receipts in order to claim reimbursement from OPI.

Business Officials: If the district paid travel costs for sending a participant to this event, the district may claim some reimbursements using the District Claim for Travel Reimbursement Form, posted on the School Finance webpage. Look for the link called "District Travel Claim Reimbursement Forms" on the School Finance webpage: <http://www.opi.mt.gov/SchoolFinance/index.html>
Or, go directly to the list of event claim forms: <http://www.opi.mt.gov/pdf/schoolfinance/events/> and find the claim form posted for this event.

The form is an Excel form to fill out, print, sign, and submit to OPI for payment. Instructions are included on the form. If there are more than 10 attendees from an employer, the business official might need to submit more than one claim form to include all participants for the event.

Claims must be submitted to the OPI within 3 months of the event.

If you need any assistance, please contact Patti Niemi at (406) 444-3692 or pniemi@mt.gov. Thanks!